

VADODARA SMART CITY DEVELOPMENT LIMITED



TENDER DOCUMENT FOR Supply & Installation of Document Scanner – Flat bed with ADF

General Manager (IT)
Information Technology Department
Vadodara Smart City Development Limited (VSCDL)
Khanderao Market Bldg., Palace Road
Vadodara - 390 001.

Tender No. 907/19-20

The information provided by the bidders in response to this Tender Document will become the property of VSCDL and will not be returned. VSCDL reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them. This document is prepared by VSCDL. It should not be reused or copied or used either partially or fully in any form.

Seal of Bidder

Signature of Bidder

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PRELIMINARY DEFINITIONS

- 1 **"Act"** means Gujarat Provincial Municipal Corporation Act, 1947.
- 2 **"Tender Document"** shall mean this Tender Document and shall include Introduction, Invitation for Bids, Instructions to Bidders, Scope of Work, Technical Requirements Specifications, Functional Requirements Specifications and the terms and conditions and Schedules, Annexure or addendum hereto, as may be amended from time to time.
- 3 **"Bidder"** means Bidder /Consortium partner, in relation responding to this tender.
- 4 **"PROPOSAL"** shall mean Request for Tenders.
- 5 **"Maintenance"** shall mean and include ongoing production support and small software modifications, bug fixing, enhancements, online and onsite help, support services and adaptation to changed environments.
- 6 **"Data"** shall mean the information in relation to the VSCDL made available to the Bidder for the project.
- 7 **"Contract"** shall mean the agreement to be entered into between VSCDL and the successful Bidder.
- 8 **"Bid Document"** shall mean the document submitted by the Bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.
- 9 **"Authorized Representative"** shall mean any person/agency authorized by either of the parties.
- 10 **"Rates/Prices"** means prices of supply of equipment and services quoted by the bidder in the Commercial Bid submitted by him and/or mentioned in the contract.
- 11 **"Services"** means the work to be performed by the implementation partner pursuant to this contract, as detailed in the scope of work.
- 12 **"Site"** shall mean the location(s) for which the contract has been issued and where the service shall be provided as per agreement.
- 13 **"VMC"** means VADODARA MUNICIPAL CORPORATION including all the related departments/branches availing the service from the Bidder.
- 14 **"VSCDL"** means VADODARA SMART CITY DEVELOPMENT LIMITED including all the related departments/branches availing the service from the Bidder.

A. Scope of Work and Eligibility Criteria:

A.1 Scope of the Work:

VSCDL wishes to procure document scanner – Flat bed (Legal size) with ADF with 3 year onsite comprehensive warranty for all the parts of all the units of scanners. The Flat bed should be scan legal size paper (356X216 mm).

A.2 Eligibility Criteria:

The Bidder should

- Have an adequate experience of maintenance of such and/or similar supply in Government, Semi-Government, ULB organizations or Private companies. Bidder should submit an experience certificate for the same from the related organization, as part of the Tender.
- Have office in Gujarat preferable in Vadodara.
- Have GST registration.

B. Preparation & Submission of Bids

1 General Instructions & Information:

- 1.1 Tender rates (i.e. Financial Bid) will be accepted only by e-Tendering on website viz. www.nprocure.com.
- 1.2 All other documents (i.e. Technical Bid) should be send to the Information Technology Department of VSCDL.
- 1.3 Before filling in any of the details asked for, Bidders should go through the entire bid document and get the required clarifications; if any, from VSCDL before bidding. No queries will be entertained after bidding.
- 1.4 The successful bidder shall have to pay Security Deposit as per the rules of VSCDL prevailing at the time of the contract assignment.
- 1.5 The EMD Amount paid shall be forfeited:
 - 1.5.1 If a Bidder withdraws the offered bid during the period of Bid Validity,
 - 1.5.2 Or if a successful Bidder fails:
 - a) to furnish the Security Deposit in the assigned time; or
 - b) to sign an agreement with VSCDL in the assigned time.

2 Period of Validity of Bids :

- 2.1 Bids shall be valid for 120 days after the date of technical bid opening prescribed by VSCDL. Any Bid valid for a shorter validity period shall be rejected by VSCDL as non-responsive bid.
- 2.2 In exceptional circumstances, VSCDL may solicit the all Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without

forfeiting its EMD. A Bidder granting the request will not be permitted to modify its bid/rates.

3. Any further correspondence may please be done at below stated address:

Director (IT)
IT Department
Vadodara Smart City Development Limited
Khanderao Market Bldg., Palace Road
Vadodara - 390 001.

C. Declaration by the Bidder :

- C.1 Particulars of D.D. attached against EMD (please refer D.1.a): _____

- C.2 Particulars of D.D. attached against Tender fee (please refer D.1.b): _____

- C.3 Validity Period of the Tender (*Minimum 120 days*): _____ Days.
- C.4 Delivery Period (maximum 20 days): _____ Days.
- C.5 Period for Onsite Comprehensive Warranty (minimum 3 yrs.): _____ Years.

D. Terms and Conditions of VSCDL:

1. Tender should be accompanied by;
 - (a) D.D. of nationalized bank for ₹ 84,730/- against EMD, in favor of the "Vadodara Smart City Development Limited",
 - (b) D.D. of nationalized bank for ₹ 2000/- +GST (18%) total ₹ 2360/- against Tender form fee, in favor of the "Vadodara Smart City Development Limited",
 - (c) Copy of the GST registration certificate of the company,
 - (d) Copy of the receipt of Professional-Tax paid for 2019-20,
 - (e) Copy of sufficient proof of being Authorized Dealer of the offered item.
2. The **Tender will be considered as rejected if** (a) it is not accompanied by a D.D. for EMD and all the other documents asked under C.1 above, (b) tender is not submitted in this prescribed Tender Form of VMC (**returning all the pages therein**); with the stamp & signature of the authority on all the pages therein OR (c) tender contains vague & indefinite expressions and quoted with conditional rates.
3. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
4. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and VSCDL in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

5. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
6. Each offer shall specify only a single solution which is cost effective and meeting the tender specifications and it is the responsibility of the Bidder to decide the best of breed solution.
7. Excuse from Claim: The Bidder at no point of time can excuse themselves from any claims by VSCDL whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in RFP document.
8. Right to Termination/Cancellation: Notwithstanding anything contained in this document, VSCDL, reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time prior to signing the contract and VSCDL shall have no liability for above-mentioned actions.
9. COMPLETENESS OF BIDS:

VSCDL will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.
10. RECTIFICATION OF ERRORS:

Bidders are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened.
11. EMD shall be forfeited if the tender is withdrawn during the validity period.
12. In case of non-receipt of Bid Processing fees and EMD as mentioned above within prescribed time, the bid will be rejected by VSCDL as non-responsive.
13. VSCDL reserves the rights to accept any one tender or reject any/all tenders without assigning any reasons.
14. VSCDL reserves the rights to increase or decrease the quantity, at the time of placing a purchase order, without increasing the quoted/agreed rates.
15. Printed terms and condition of the tender will not be considered as forming part of the tender and offer. Cancellation of or not agreeing with any terms and conditions of VSCDL will not be entertained in any circumstances.
16. A bid valid for a shorter period shall be rejected as non-responsive. If required, VSCDL may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.

17. All correction/addition/deletion shall require authorized countersign.
18. Modification and Withdrawal of Bids
 1. No bids will be allowed to be modified subsequent to the final submission of bids.
 2. No bid will allowed to withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.
19. The selected Bidder for award of the assignment, (a) will sign an agreement on the Govt. stamp paper to be purchased by the bidder as per the prevailing rules and regulations of VSCDL and (b) will have to pay the security deposit, @ 3 % of the order value by cash or D.D.
20. ***Payment terms will be strictly as follows:***
 - (a) No advance payment will be made.
 - (b) Invoice for payment in three copies will be accepted only after complete supply.
 - (c) Payment will be done within 30 days, in normal circumstances, after completion of all document formalities.
21. The Security Deposit will be retuned only after successful completion of the delivery and E.M.D. will be retuned only after one year from completion of the warranty period.
23. **Amendment of Bidding Documents (Corrigendum)**
 1. At any time prior to the deadline for submission of bids, VSCDL may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
 2. The Corrigendum/amendment to the tender, if required any, will be published on <https://vmc.nprocure.com> and www.vmc.gov.in without any notice being published in the newspaper. Thus, Bidder must check above websites periodically during tender process.
 3. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids VSCDL, at its discretion, may extend the deadline for the submission of bids.
24. Supply of all the items will be given to a single party. **In offered scanner Flatbed should be Legal size paper scan.**
25. Insurance shall be the responsibility of the bidder, who shall provide coverage for all items, against transit risks, incident to acquisition transport and door delivery of equipment up to destination. The coverage shall be as to allow complete replacement of any item lost or damaged. In case of damage or loss in transit up to destinations of door delivery, it shall be the responsibility of the bidder to initiate and pursue the claim with insurance company. The bidder shall take immediate steps to replace the damaged equipment/parts.
26. All the ordered items should be processed and packed suitably as per slandered commercial practice. The bidder shall insert in each box, a packing list fully item-wise to show the box number, contents, gross and net weight and cubic

measurements. One copy of the packing list should accompany the dispatched documents sent to consignee.

27. All Materials used for the manufacture of the equipment of be furnished, shall confirm to the relevant International/Indian Standards. The design and workmanship shall be of superior quality so as to ensure satisfactory operation of the equipment. The design and production of equipment shall be in accordance with modern practices. All similar component parts of similar equipment shall be interchangeable with one another.
26. Both legal and equitable title to the material, equipments and software covered by the contract shall pass on to the VSCDL. In case of requirement, the software's registration liability will rest only on the Bidder. Registration must be done under the name of "General Manager (IT), Vadodara.
27. The items shall have minimum **3 Years onsite comprehensive warranty inclusive of all consumable parts** after its complete installation. Additional warranty for further period will be treated as additional qualification.
28. In case the item supplied and commissioned by the contractor does not meet the performance requirements as per specifications and documents, the contractor shall be liable to pay to the VSCDL, actual damages or compensation as assessed by it.
29. During the Warranty Period **maintenance and support time will be for round the clock round the year (as said 7x24)**. If the complaints are not attended promptly and if the items are not successfully repaired within 48 clock hours. The penalty of **₹ 500/- per day of such delay** will be charged, and the same will be deducted from the deposits. Also, if the delay in repairing is beyond tolerance period of VSCDL, than standby scanners with proper specifications as per requirement shall have to be provided and installed with configuring them as per requirement of their usage.
30. Support (telephonic, email, onsite) to be provided for resolution of any issues. The response time to be 2 hours with the resolution time of 24 hours.
31. During the warranty period, failure of purchase equipment's should be temporarily replaced within 24 hours.
32. During the said warranty period the bidder shall provide all upgrades, patches, etc. without any additional charges and should provide software support whenever necessary either by deputing service engineer or through phone/email as deemed appropriate by VSCDL, and as intimated to the bidder.
33. The scope of warranty by the bidder also includes reinstallation and reconfiguration of the software in the network in case of breakdown.
34. Quarterly maintenance of items should be done.
35. The selected bidder shall depute representatives (a) to supervise the unloading and transportation, so as to prevent any damages due to mishandling in these operations and (b) for installation of equipment at the specified locations. The supervisory representatives shall be fully responsible for the respective operations and will give test before handing over the equipment. The bidder free of all charges shall provide this service of the supervisory representatives.

36. The selected Bidder or his employees will not disclose the content of documents given for scanning or archiving, the details of VSCDL's software, to any person and allow its unauthorized use. The selected bidder should not also disclose the above to any of its existing or future clients.
37. The bidder will have to supply, install, maintain and provide training for hardware, software and peripherals and carry out necessary integration at selected Location.
38. All documents, correspondence, decision and orders concerning the contract shall be considered as confidential and/or restricted in nature by the bidder and shall be not divulge allow to access to them by any unauthorized persons.
39. VSCDL can make third party inspection of offered item and the payment for third party inspection will be in bidder's scope. If item found duplicate then, penalty will be deducted from the payment, @ 2 % of the total value of the purchase order and the bidder should replace with new Original one. VSCDL can also blacklist the bidder and all the deposits will be forfeited.
40. Penalty for any delay in supply/installation will be deducted from the payment, @ 2 % of the total value of the purchase order; per week of such delay or part thereof. If the delay is beyond tolerance period of VSCDL, then the purchase order and agreement will be cancelled, the deposits of EMD & SD will be forfeited and the bidder will be blacklisted for doing any business with VSCDL for the period as decided by the VSCDL authority.
41. Respective obligations under this agreement caused by occurrences of event beyond the control of the parties known as force majeure including but not limited to fire (including failure of reductions), Act of God, act of the public enemy, war insurrections, riots, strikes, lookouts sabotage any law or ordinance actions or any other local authority or any compliance there with or any other causes, contingencies, or circumstances similar to the above. On the happening of one or more of the above events, either party shall promptly but not later than twenty days notify in writing to the other of the commencement and cessation of such stature/ tenure of major conditions of the said contagion's, and if such conditions contagion's continuous find out a fair and equitable solution to solve the stalemates or terminations of this agreement otherwise decide the course of action so that VSCDL's interest may not suffer adversely.
42. In the event of any dispute arising with regards to the terms & conditions or interpretation of any clause of this agreement, the CEO, VSCDL shall be the sole arbitrator under the Indian Arbitration Act 1940 and whatever decision given by the CEO, VSCDL shall be final and binding on both the parties.
43. Any dispute arises with regards to any terms and conditions of this agreement; it shall be solely subject to the jurisdiction of the Vadodara courts only.

E Instruction to Bidder

- 1) Availing Tender Documents:
The Tender document can be downloaded from <https://vmc.nprocure.com> or www.vmc.gov.in
- 2) VMC reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of Contract, without

thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for VSCDL's action.

- 3) For the purpose of submission of the bid, the bidder may be represented by either the Principal Officer (MD/ Company Secretary) or his duly Authorized Representative, in which case he/she shall submit a certificate of authority along with the Tender offer. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative or the principal officer.
- 4) The bidder will be bound by the details furnished to VSCDL, while submitting the Tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to disqualification or termination of contract.
- 5) All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the Tender Offer, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by VSCDL, will be borne entirely and exclusively by the bidder.
- 6) The bidder will, by taking participation in the process and submitting the Tender Offer, be deemed to have thoroughly read, studied and understood the Tender document including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.
- 7) Disqualifications: A Bidder shall be disqualified and Tender offer will not be considered if
 - a) The Tender Offer documents are in a language other than English and do not contain its English translation.
 - b) The Tender Offer documents are not signed affixing stamp by the authorized signatory.
 - c) The Tender documents submitted are incomplete and/or ambiguous in any respect.
 - d) The Tender documents are not submitted in the manner specified in the bid document.
 - e) Eligibility criteria are not met with.
 - f) Any form of canvassing/lobbying/influence/query regarding short listing, status etc. will result in a disqualification.

The above Terms & Conditions of VSCDL are acceptable to us

Signature of the Authority of Bidder

Seal/Stamp of the Company

Name & Designation: _____

Mobile : _____ Email: _____

Landline No. : _____ Fax: _____

Bidder's Ref. No.: _____ Date: _____

Annexure: A
Specifications & Quantity of requirement.

Quantity: 100 Nos.

Item	Description of Requirement	Compliance
		(Yes/No)
Scan Technology	CMOS CIS (Contact Image Sensor)	
Scan Type	Flatbed; ADF; Color Scanning: Yes	
Scan Speed	Up to 20 ppm/36 ipm	
Scan Resolution	Hardware: Up to 600 x 600 dpi (color and monochrome, ADF - color and monochrome, flatbed) Optical: Up to 600 x 600 dpi (color and monochrome, ADF - color and monochrome, flatbed)	
Scan File Format	For text & images: PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf) and searchable PDF	
Light Source (Scanning)	Light Emitting Diode (LED)	
Output resolution dpi settings	75, 150, 200, 240, 300, 400, 500, 600 and 1200 ppi	
Gray scale Levels/Bit Depth	256; Bit Depth: up to 24-bit	
Duty Cycle (daily)	Up to 800 pages (ADF) or more, 100 pages (Flatbed) or more	
Multi Feed Detection	Yes	
Auto Document Feeder Capacity	Standard, 50 sheets (75 g/m ² paper)	
Duplex ADF Scanning	Yes	
Media Size (ADF)	A4,A5,A6,B5,B5(JIS), Legal	
Media Size (Flat Bed)	A4,A5,A6,B5,Legal	
Media Weight (ADF)	45 to 120 g/m ²	
External I/O ports	Hi-Speed USB 2.0 or USB 3.0	
Standard Connectivity	Hi-Speed USB 2.0 or USB 3.0	

Scanner Advanced Features	Blank page removal; Auto orientation; Auto color detect; Auto crop; Auto exposure; Hole removal; Straighten content; Erase edges; Clean up background; Auto threshold; Color drop out; OCR	
Media Types Supported	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)	
Twain Version	TWAIN Certified. Version 2.1	
Compatible Operating Systems	Windows 7 or higher	

FINANCIAL BID FORMAT

Sr. No.	Description Configuration	Quantity	Amount in Rs./Unit
1	Document Scanner – Flat bed with ADF (with 3 Years comprehensive Warranty)	100	0